

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

<b>CLASSIFICATION TITLE</b> Transportation Engineer Technician	<b>DISTRICT/DIVISION/OFFICE</b> 03 / North Region Construction	
<b>WORKING TITLE</b> Construction Field Office Engineer	<b>POSITION NUMBER</b> 927-502-3175-	<b>EFFECTIVE</b> May 2010

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:** Under the direction from a Senior Transportation Engineer, the incumbent performs various transportation field office-engineering tasks of average difficulty. May be required to drive state vehicles, must have a current driver's license.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage

Job Description

Essential (E)/Marginal (M)<sup>1</sup>

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|---------|--|
| 65% (E) | Checks engineering calculations for accuracy, ensuring compliance with plans and specifications; collects engineering data; maintains office records for construction projects; prepares documents for progress pay for contractors; and performs other field office duties. Assists in the preparation of and processing of Extra Work Bills, checking against the Resident Engineers and Assistant Engineers' diaries, verify hours and dollar amounts against diaries and report discrepancies to RE and contractors. Verifies item payment for progress pay estimates. Prepares the Weekly Statement of Working Days and forwards to contractors for verification. |
| 15% (E) | Advises the various field and support staff on the progress of the construction activities. Assists in preparing contract change orders, contract estimates, and other documents and reports involved in the construction of engineering projects; may review plans, prepare cost estimates and agreements; monitors project finances and reports status to Resident Engineers to insure projects stay within budget.  |
| 15% (E) | As necessary at field construction office location(s), the incumbent prepares and processes service agreements, orders supplies from Caltrans warehouses, purchases other approved supplies/services with a Cal Card and processes corresponding payments.   |
| 5% (M)  | Performs miscellaneous Material Testing duties and nonprofessional engineering work as assigned, on various construction projects. Performs construction inspections as needed.  |

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

**SUPERVISION EXERCISED OVER OTHERS:**

None

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:****Knowledge of:**

The incumbent should have experience and knowledge of construction procedures and practices, Standard Specifications, Standard Plans, and the contract administration process as provided for in the Caltrans Construction Manual.

Incumbent should have experience and knowledge in verifying item payments and preparing/reviewing for accuracy Assistant Resident Engineer's diaries, source documents, and input sheets for progress pay estimates to contractors.

Incumbent should have experience and knowledge of the contractual obligations with respect to force account payments. Incumbent should have experience and knowledge in performing a force account analysis, preparing and checking Extra Work Bills against the Resident Engineer's diaries, Assistant Resident Engineer's diaries, and invoices, as well as contractual obligations pertaining to equipment rentals, rental rates, rental periods, owner-operator equipment, subsistence and travel allowances, and materials.

The incumbent should have experience and knowledge of contractual requirements and statutes pertaining to the Subletting and Subcontracting Fair Practices Act, substitutions, EEO Employment program and interviews, labor rates, labor surcharges, crafts and classifications, and apprenticeship standards.

The incumbent should have experience and knowledge of contractual requirements and statutes pertaining to Workman's Compensation, Indemnification Insurance, minority utilization, prime contractors and first tier subcontractors.

Incumbent should have a working knowledge of the use of mainframe and PC computers, including various Microsoft databases, spreadsheets, and word processing programs.

**Ability to:**

Incumbent must be able to read and write English, at a level required for successful job performance, and communicate effectively orally and in writing. Perform source document review of contractor's labor compliance documents; Prepare accurate engineering calculations; understand very basic design engineering principles; ability to research and compile data and maintain accurate and complete project records. Analyze work situations, meet deadlines, and work effectively with others.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The incumbent is responsible for accuracy of responses and information given to Contractors and Caltrans field staff. Misinformation or incomplete information could result in incorrect or late payments to the Contractor.

**PUBLIC AND INTERNAL CONTACTS:**

Incumbent must be able to establish and maintain friendly and cooperative relations with those contacted in the course of the work -- such as fellow Caltrans workers, contractors and their employees, engineering consultants-- to transmit or obtain relevant engineering information. These contacts could be verbal or written, as needed, to perform assignments.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

When at their base office sitting, employee may be required to sit for long periods of time using a keyboard and video display terminal. In the course of the incumbent's work, must maintain cooperative working relationships within the working environment.

At times, the incumbent may have to be out on the project and at that time, the incumbent may have to stand for long periods of time, walk on slopes or uneven terrain, move and transport bags of material samples (weighing up to 50 pounds) to Materials Labs.

**WORK ENVIRONMENT:**

Incumbent will be required to work at various locations throughout North Region Construction and may be required to work during the night time; will be subject to noise, odors, and dust; extreme weather conditions; climate-controlled environment; artificial lighting, etc. Incumbent will be working in the same location as a variety of materials, construction and testing equipment.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE